



MUSCOGEE (CREEK) NATION

HUMAN RESOURCE MANAGEMENT SERVICES

P.O. Box 580 - Okmulgee, OK 74447 - (918) 732-7827

JOB OPPORTUNITY

JOB TITLE:

Food Service Supervisor

DEPARTMENT:

COLLEGE OF THE MUSCOGEE NATION

SALARY RANGE:

\$28,308 - \$ 36,940

JOB DUTIES:

Under the direction of the Director of Business Affairs, the ***Food Service Supervisor*** will control overall operations of a cafeteria or other assigned food service areas. Serve as first line supervisor responsible for preparation, production and serving of food items. Supervise, train, and evaluate assigned personnel in food preparation, serving techniques, safe operation of equipment and proper sanitation. Determine work priorities, plan schedules, assign and review work of food service workers and students. Plan food preparation schedules, delivery and serving to assure timetables are met. Operate a variety of manual and/or automatic kitchen equipment such as ovens, grills, mixers, slicers, etc. Modify recipes and/or production amounts. Monitor the operational safety and cleanliness of facilities and equipment. Oversee operation of cash register/card reader; prepare daily cash report.

QUALIFICATIONS: **Minimum Requirements:** High School diploma or GED. 18-36 months experience in Food Service/Management or any combination of education and experience which is substantially equivalent to the above qualifications. Good organizational skills and ability to work well with the public. Communicate orally and in writing as required for reports and to exchange information, read and understand basic written material; Basic math and computer skills. Must submit to, pass all necessary background checks, and drug testing. Valid Driver's License Safe Food Handling and Sanitation Certification. Hepatitis A & B shots required.

Preferred Requirements: Associate's Degree. Knowledge of tribal college student services issues.

Special Considerations: Ability to speak the Muscogee (Creek) language is preferable but not requirement.

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED
MUSCOGEE (CREEK) AND NATIVE AMERICAN AND VETERAN
PREFERENCE.**

APPLY ONLINE AT:

www.muscogeenation-nsn.gov